

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-176 **Issue Date:** 09-09-16 **Closing Date:** 09-15-16

Criminal Investigations Administrative Assistant
Criminal Investigations
Department of Public Safety
Hourly Wage: \$16.86/Regular/Full-Time

Incumbent performs clerical and administrative duties serving as office support for the Criminal Investigation Unit. Collects, compiles, and tracks data and statistical information for reporting purposes. Utilizes an automated system to maintain data on criminal cases. Administers a records management system. Maintains, transfers, and handles disposition of criminal records and sensitive documents and records.

Knowledge, Skills and Abilities:

- Knowledge and familiarity of the Revised Yakama Code (Law & Order Code).
- Knowledge, in general, of federal and tribal criminal laws.
- Knowledge of modern secretarial principles, practices and procedures.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of principles and processes for providing customer and personal services.
- Knowledge of law enforcement terminology, documents and procedures.
- Knowledge of basic accounting principles and practices.
- Knowledge of and ability to apply the Privacy Act and the Freedom of Information Act.
- Knowledge of the Yakama Reservation, people and traditions.
- Ability to use a computer and assorted software such as Microsoft Word, Excel, etc.
- Skill and proficiency in typing assorted documents.
- Ability to deal diplomatically, tactfully, and effectively with staff at all levels of the governmental organizational structure, including staff of the federal government, local agencies, and other tribes.
- Ability to plan, organize, and prioritize work assignments and complete them timely.
- Ability to adhere to high standards of personal conduct on and off the job.
- Ability to maintain strict confidentiality of program and client information.
- Ability to follow oral and written instructions.
- Ability to work independently and productively with minimal supervision.
- Ability to type a minimum of 40 words per minute (wpm).

General Recruiting Indicators:

- Requires an AA degree in business or public administration and two years administrative work experience comparable to an Administrative Assistant. OR, successful completion of a certified secretarial program AND three years work experience in a comparable position. Prefer work experience to include one year experience in a law enforcement office.

Special Requirements:

- Required to sign a code of conduct and understand sanctions for misconduct.
- Required to successfully pass a criminal back ground check. No misdemeanor or felony convictions.
- Must possess a valid WA State Driver's License with ability to obtain a tribal driver's permit.
- Maintain current certification for the ACCESS computer system.
- Required to pass a pre-employment drug and alcohol test.
- Required to maintain basic first aid and CPR card current.
- Yakama enrolled preference.